

Access® 2016 Introduction

Quick Reference Guide

Comprehensive video training & instruction manuals available at www.teachucomp.com

TEACHUComp, INC.®

...it's all about you

About Access

Overview of a Database

Access is a "relational database" program. In a relational database, you store large amounts of data into the smallest possible increments within tables. You then relate these tables together by joining common fields between them. In this way, you store less redundant data and your database will operate more quickly and efficiently. When you relate tables, you are then able to access any data in the related tables. In Access, you manipulate a contained collection of smaller objects within a database file.

Access Definitions

Database: A collection of tables, queries, forms, reports, macros, and modules.

Datasheet View: Displays data from a table, form, query, view, or macro in a row-and-column format. Used to edit fields, add, delete, and search for data.

Design View: Used to create new database objects and modify the design of existing objects.

Field: A column of data or single piece of data.

Form: An object which uses controls to perform actions or to enter, display, and edit data in fields.

Macro: An action or actions that automate tasks.

Module: A collection of user-defined functions, subroutines, and global variables written in VBA code, which can be accessed from anywhere in the database.

Navigation Pane: Appears at left when you open an Access database. Displays objects in the database.

Query: A request for data results, for action on data, or both. A query can answer a simple question, perform calculations, combine data from different tables, and add, change, or delete table data.

Record: A row of data, made up of different fields.

Report: A printable object containing information formatted and organized according to specifications.

Table: A database object that stores data in records (rows) and fields (columns).

Access Basics

Creating a Database

1. To create a new database, click either the BLANK database thumbnail or a template thumbnail in the Startup Screen. **Or,** click the "File" tab in the Ribbon, select "New" from the menu at the left in Backstage View, and then select a thumbnail.
2. To find online templates, click a "Suggested searches" link or type in the "Search for Online Templates" text box and press "Enter" or click the "Start searching" button, then select a thumbnail.
3. Enter a name in the "File Name" field.
4. To change the default location where the database is saved, click the small folder button at the right end of the "File Name" field, navigate to the location, and click the "OK" button.
5. Click the "Create" button.

Creating a Table in Datasheet View

1. Click the "Table" button in the "Tables" group on the "Create" tab in the Ribbon.
2. Click the "Click to Add" heading, select a field type, enter the field name (64 max characters, no spaces), and press the "Enter" key. Repeat for each subsequent field that appears until all desired fields have been added.
3. Click the "File" tab in the Ribbon and choose "Save."
4. Type a table name, and click "OK."

To create a table from a template:

1. Click the "Application Parts" button in the "Templates" group on the "Create" tab in the Ribbon.
2. Select a "Quick Start" item, then follow the wizard.

Switching Between Object Views

1. To open an object (table, query, form, report, etc.), double-click it in the Navigation Pane.
2. Click the drop-down arrow at the bottom of the "View" button in the "Views" group on the "Home" tab in the Ribbon and select a view. **Or,** to toggle views, click the upper-portion of the button instead.

Datasheet View

Entering and Editing Table Data

To add a record:

1. Click into the first field in the empty row at the bottom of the table. **Or,** click the "New (blank record)" button in the lower-left corner of the table.
2. Type data into the first field. To advance to the next field, press the "Enter" or "Tab" key. Repeat for each field. To advance to a new record, press the "Enter" or "Tab" key in the last field of the record.

To edit a record:

1. Click into the field of the record and make desired edits using normal word processing techniques. A pencil icon appears in the row's selector box at the left end of the row to indicate unsaved changes.
2. Exit the field. Access automatically saves changes.

To delete a record:

1. Click the row selector at the far left end of the row to select the entire record. A border will appear around the entire row.
2. Press the "Delete" key. **Or,** click the "Delete" button in the "Records" group on the "Home" tab in the Ribbon. Click "Yes" to confirm the deletion.

Sorting Table Data

1. Click the drop-down arrow to the right of the field heading. **Or,** right-click in the field to sort by.
2. Choose "Sort A to Z" or "Sort Z to A."

Navigating in Datasheet View

1. To move up, down, left or right through the data, use the arrow keys on your keyboard.
2. To move to the right through the fields, press the "Tab" or "Enter" keys on your keyboard.
3. To move to the left through the fields, press the "Shift" + "Tab" keys on your keyboard.
4. To scroll through the records, use the horizontal and vertical scroll bars in the datasheet view.
5. To move to a designated record, click the "First Record," "Previous Record," "Next Record," or "Last Record" button in the "Record" button group in the lower-left corner.
6. To jump to a specific record, enter the record number in the "Current Record" field within the "Record" button group and press the "Enter" key.

Searching for a Record

1. Click into the desired field.
2. Click the "Find" button in the "Find" group on the "Home" tab in the Ribbon. **Or,** press "Ctrl" + "F".
3. Type the data to search for in the "Find What" field.
4. To search for data in more than one field, select "Current Document" from the "Look In" drop-down.
5. To search for a portion of a word or field, select a choice from the "Match" drop-down.
6. To change the direction of the search from the current location in the table, change the "Search" drop-down to "Up," "Down," or "All."
7. Click the "Find Next" button. Repeat as desired.
8. Click "Cancel" when done.

Data Entry Shortcuts

- | | |
|--|-----------------------|
| Enter Current Date | CTRL + ; (semicolon) |
| Enter Current Time | CTRL + : (colon) |
| Copy from previous record into current field | CTRL + ' (apostrophe) |

Primary Keys and Joining Tables

Assigning a Primary Key

A primary key in a relational database is a field (column) or combination of fields that produces a unique identifier for each record in a table. The primary key prevents duplicate records from being created and is used to establish and maintain the relationship between tables or within queries. It can be a normal attribute that is guaranteed to be unique such as a Social Security number. If no unique information exists, a primary key such as the default field "ID" (automatically generated when creating tables in Datasheet View) can be used. It is through the primary key assignment that you create the necessary relationships between data tables, eliminating redundant information. For example, you may have one table for "Customers," one table for "Items," and a third for "Orders." A single customer may produce many different orders. A "Customer_ID" primary key can be used so that the customer only occupies a single row in the "Customers" table, but is associated with several orders in the "Orders" table.

To assign or remove a Primary Key:

1. Open the table in Design View.
2. Click into the desired field.
3. To toggle the Primary Key "On" or "Off," click the "Primary Key" button in the "Tools" group on the "Design" tab within the "Table Tools" contextual tab in the Ribbon.

Joining Tables

A relationship between tables allows you to access information from them through their "shared" or "common" fields by which they are joined. Relationships between tables are created in the "Relationships" window, where the tables are added. To join tables together, they must have shared fields.

1. Click the "Relationships" button in the "Relationships" group on the "Database" tab in the Ribbon.
2. To launch the "Show Table" window, click the "Show Table" button in the "Relationships" group on the "Relationship Tools" tab, if necessary.
3. Select the tables on the "Tables" tab and click "Add."
4. Click "Close" when done adding tables.
5. Click and drag the field from one table window and drop it on the shared field of the other table.
6. Check desired "Referential Integrity" options.
7. Click the "Join Type" button, select a type, click "OK."
8. Click the "Create" button.
9. Click the "File" tab in the Ribbon and select "Save."
10. Click the "Close" button in the "Relationships" group on the "Design" tab in the Ribbon.

Editing and Deleting Table Joins

To edit a table join, open the Relationships window:

1. Double-click the join that you want to edit.
2. Make desired changes and click "OK."
3. Click the "File" tab in the Ribbon and select "Save."
4. Click the "Close" button on the "Design" tab.

To delete a table join, open the Relationship window:

1. Click the join that you want to delete.
2. Press the "Delete" button. Click "Yes" to confirm.
3. Click the "File" tab in the Ribbon and select "Save."
4. Click the "Close" button on the "Design" tab.

TeachuComp, Inc.
Computer Software Training & Continuing Education



www.teachucomp.com

info@teachucomp.com

877.925.8080

Microsoft Access Reference Guide

VM Jensen



Microsoft Access Reference Guide:

Embark on a breathtaking journey through nature and adventure with Crafted by is mesmerizing ebook, **Microsoft Access Reference Guide** . This immersive experience, available for download in a PDF format (Download in PDF: *), transports you to the heart of natural marvels and thrilling escapades. Download now and let the adventure begin!

https://staging.conocer.cide.edu/data/book-search/index.jsp/engine_diagram_dodge_grand_caravan.pdf

Table of Contents Microsoft Access Reference Guide

1. Understanding the eBook Microsoft Access Reference Guide
 - The Rise of Digital Reading Microsoft Access Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Access Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Reference Guide
 - Personalized Recommendations
 - Microsoft Access Reference Guide User Reviews and Ratings
 - Microsoft Access Reference Guide and Bestseller Lists
5. Accessing Microsoft Access Reference Guide Free and Paid eBooks
 - Microsoft Access Reference Guide Public Domain eBooks
 - Microsoft Access Reference Guide eBook Subscription Services
 - Microsoft Access Reference Guide Budget-Friendly Options
6. Navigating Microsoft Access Reference Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Access Reference Guide Compatibility with Devices
- Microsoft Access Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access Reference Guide
 - Highlighting and Note-Taking Microsoft Access Reference Guide
 - Interactive Elements Microsoft Access Reference Guide
- 8. Staying Engaged with Microsoft Access Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Access Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Reference Guide
 - Setting Reading Goals Microsoft Access Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Reference Guide
 - Fact-Checking eBook Content of Microsoft Access Reference Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

Microsoft Access Reference Guide Introduction

In the digital age, access to information has become easier than ever before. The ability to download Microsoft Access Reference Guide has revolutionized the way we consume written content. Whether you are a student looking for course material, an avid reader searching for your next favorite book, or a professional seeking research papers, the option to download Microsoft Access Reference Guide has opened up a world of possibilities. Downloading Microsoft Access Reference Guide provides numerous advantages over physical copies of books and documents. Firstly, it is incredibly convenient. Gone are the days of carrying around heavy textbooks or bulky folders filled with papers. With the click of a button, you can gain immediate access to valuable resources on any device. This convenience allows for efficient studying, researching, and reading on the go. Moreover, the cost-effective nature of downloading Microsoft Access Reference Guide has democratized knowledge. Traditional books and academic journals can be expensive, making it difficult for individuals with limited financial resources to access information. By offering free PDF downloads, publishers and authors are enabling a wider audience to benefit from their work. This inclusivity promotes equal opportunities for learning and personal growth. There are numerous websites and platforms where individuals can download Microsoft Access Reference Guide. These websites range from academic databases offering research papers and journals to online libraries with an expansive collection of books from various genres. Many authors and publishers also upload their work to specific websites, granting readers access to their content without any charge. These platforms not only provide access to existing literature but also serve as an excellent platform for undiscovered authors to share their work with the world. However, it is essential to be cautious while downloading Microsoft Access Reference Guide. Some websites may offer pirated or illegally obtained copies of copyrighted material. Engaging in such activities not only violates copyright laws but also undermines the efforts of authors, publishers, and researchers. To ensure ethical downloading, it is advisable to utilize reputable websites that prioritize the legal distribution of content. When downloading Microsoft Access Reference Guide, users should also consider the potential security risks associated with online platforms. Malicious actors may exploit vulnerabilities in unprotected websites to distribute malware or steal personal information. To protect themselves, individuals should ensure their devices have reliable antivirus software installed and validate the legitimacy of the websites they are downloading from. In conclusion, the ability to download Microsoft Access Reference Guide has transformed the way we access information. With the convenience, cost-effectiveness, and accessibility it offers, free PDF downloads have become a popular choice for students, researchers, and book lovers worldwide. However, it is crucial to engage in ethical downloading practices and prioritize personal security when utilizing online platforms. By doing so, individuals can make the most of the vast array of free PDF resources available and embark on a journey of continuous learning and intellectual growth.

FAQs About Microsoft Access Reference Guide Books

1. Where can I buy Microsoft Access Reference Guide books? Bookstores: Physical bookstores like Barnes & Noble, Waterstones, and independent local stores. Online Retailers: Amazon, Book Depository, and various online bookstores offer a wide range of books in physical and digital formats.
2. What are the different book formats available? Hardcover: Sturdy and durable, usually more expensive. Paperback: Cheaper, lighter, and more portable than hardcovers. E-books: Digital books available for e-readers like Kindle or software like Apple Books, Kindle, and Google Play Books.
3. How do I choose a Microsoft Access Reference Guide book to read? Genres: Consider the genre you enjoy (fiction, non-fiction, mystery, sci-fi, etc.). Recommendations: Ask friends, join book clubs, or explore online reviews and recommendations. Author: If you like a particular author, you might enjoy more of their work.
4. How do I take care of Microsoft Access Reference Guide books? Storage: Keep them away from direct sunlight and in a dry environment. Handling: Avoid folding pages, use bookmarks, and handle them with clean hands. Cleaning: Gently dust the covers and pages occasionally.
5. Can I borrow books without buying them? Public Libraries: Local libraries offer a wide range of books for borrowing. Book Swaps: Community book exchanges or online platforms where people exchange books.
6. How can I track my reading progress or manage my book collection? Book Tracking Apps: Goodreads, LibraryThing, and Book Catalogue are popular apps for tracking your reading progress and managing book collections. Spreadsheets: You can create your own spreadsheet to track books read, ratings, and other details.
7. What are Microsoft Access Reference Guide audiobooks, and where can I find them? Audiobooks: Audio recordings of books, perfect for listening while commuting or multitasking. Platforms: Audible, LibriVox, and Google Play Books offer a wide selection of audiobooks.
8. How do I support authors or the book industry? Buy Books: Purchase books from authors or independent bookstores. Reviews: Leave reviews on platforms like Goodreads or Amazon. Promotion: Share your favorite books on social media or recommend them to friends.
9. Are there book clubs or reading communities I can join? Local Clubs: Check for local book clubs in libraries or community centers. Online Communities: Platforms like Goodreads have virtual book clubs and discussion groups.
10. Can I read Microsoft Access Reference Guide books for free? Public Domain Books: Many classic books are available for free as they're in the public domain. Free E-books: Some websites offer free e-books legally, like Project Gutenberg or Open Library.

Find Microsoft Access Reference Guide :

engine diagram dodge grand caravan

en el crisol de la prueba

ems june examination grade 9 question paper

engine cummins qsm repair manual

ems medication field guide

enerjet boilers manual

emt basic study guide for maryland

employment insurance claimant report

emulex fc2143 user guide

energy and the chemical sciences the 1977 karcher symposium

empire of the ants

~~employee guidelines template~~

ems november question paper 2014 for grade 9

encyclopedia of myeloid leukemia volume i

emt basic study guide wisconsin

Microsoft Access Reference Guide :

First John Reader: Intermediate Greek... by Baugh, S. M. Baugh's "A First John Reader" is a very helpful book for anyone who has had a little bit of Koine Greek and is beginning to make the transition from learning ... A First John Reader Ideal for intermediate students of Greek or those who want to review their knowledge of Greek with assistance in translating I John. A bridge from beginning ... S.M. Baugh: 9780875520957 - A First John Reader This reader features: -relevant reading notes on the text of 1 John -useful vocabulary lists -helpful review of lessons from A New Testament Greek Primer ... First John Reader Jul 1, 1999 — An inductive introduction to intermediate Greek syntax, this reader enables students to apply the rudiments of Greek grammar to the actual ... A First John Reader An inductive introduction to intermediate Greek syntax, this reader enables students to apply the rudiments of Greek grammar to the actual interpretation of ... A First John Reader by S.M. Baugh Baugh, author of the innovative New Testament Greek Primer , has put together this inductive introduction to intermediate Greek syntax through a reading of ... A first John reader : intermediate Greek reading notes and ... Summary: This introduction to Greek syntax assists intermediate students in the translation of 1 John. Applying the rudiments of

grammar to actual passages, ... First John Reader: Intermediate Greek Reading Notes ... Ideal for intermediate students of Greek or those who want to review their knowledge of Greek with assistance in translating 1 John. A bridge from beginning ... A First John Reader: Intermediate Greek Reading Notes ... Ideal for intermediate students of Greek or those who want to review their knowledge of Greek with assistance in translating 1 John. A bridge from beginning ... First John Reader The First John Reader is an attempt to provide students with the basics of such a background. How Does This Work? Using the Epistle of First John as a ... Thou art god vocal score [PDF] thou art god vocal score. 2011-11-13. 13/15 thou art god vocal score. The Voice in the Paint. 2023-04-25. Gideon, an oratorio. [Vocal score.] 1875. Unexpected ... Thou art God (High Solo) by Lionel Bou Buy Thou art God (High Solo) by Lionel Bou at jwpepper.com. Piano/Vocal Sheet Music. Thou Art God (SATB) by BECK Buy Thou Art God (SATB) by BECK at jwpepper.com. Choral Sheet Music. Thou art God (solo/high) - Lionel Bourne An easy anthem for high voice and piano or organ, this piece has a haunting simplicity with a flowing tune over a gently rocking accompaniment. Thou art God - Lionel Bourne Thou art God. High voice vocal score. Lionel Bourne. An easy anthem for high voice and piano or organ, this piece has a haunting simplicity with a flowing tune ... Stainer, John - Lord, Thou Art God (Vocal Score) Sheet Music - £3.50 - Stainer, John - Lord, Thou Art God (Vocal Score) Thou art God - Choir An easy anthem for upper voices with organ, plus optional flute and oboe. The music has a haunting simplicity with a flowing tune over a gently rocking ... Thou art God: 9780193511576: Musical Instruments Thou art God, An easy anthem for upper voices with organ, plus optional flute and oboe. The music has a haunting simplicity with a flowing tune over a ... Thou Art God John Ness Beck Choral Sheet Music ... Thou Art God John Ness Beck Choral Sheet Music Church Choir Octavo FD9 2886 ; Quantity. 2 available ; Item Number. 295954232800 ; Format. Piano Score, Sheet Music, ... □ Chapter 11 Apr 7, 2019 — Express your answer using two significant figures. ANSWER: Part B. Find the horizontal component of the force that the axle exerts on the crane. Chapter 11 Mastering Physics | PDF Answers to Mastering Physics Chapter 11. ... Solutions Manual to Accompany Geometry of Convex Sets. I. E. Leonard. Exploring LEGO Mindstorms EV3 ... Mastering Physics Chapter 11 Homework - YouTube Chapter 11 and 13 Homework | PDF | Orbit | Gravity Mastering Physics Chapter 11 and 13 Equilibrium and Elasticity Gravitation Answers to my homework. Copyright: © All Rights Reserved. Available Formats. Download ... Mastering Physics Solutions Chapter 11 Rotational ... Parts of this slide didn't load. Try reloading Reload. Erase allShift+A. Some slides didn't load. Refresh. Open speaker notesS. Turn on the laser pointerL. Physics with MasteringPhysics 4th Edition solutions Physics. Physics / Physics with MasteringPhysics 4 / Chapter 11. Physics with MasteringPhysics | 4th Edition | ISBN: 9780321541635 | Authors: James S. New ... Mastering Physics Chapter 11 homework Flashcards Study with Quizlet and memorize flashcards containing terms like A. Five locations labeled A through E are indicated on the diagram. Which of these, if any, ... Chapter 11 Solutions Manual Problem Chapter 11 Solutions Manual PDF solution from Essential University Physics by Richard Wolfson. College Physics with MasteringPhysics - Chapter 11 ... Access College Physics with

MasteringPhysics 7th Edition Chapter 11 solutions now. Our solutions are written by Chegg experts so you can be assured of the ... Mastering Physics Solutions by Chapter | Engineering Hero Mastering Physics Solutions by Chapter. Explanations and methods to the ... Chapter 11 · Chapter 12 · Chapter 13 · Chapter 14 · Chapter 15 · Chapter 16 · Chapter ...